

# Temple Baptist Church Constitution

## PREAMBLE

We declare and establish this constitution as written guidelines to carry on the work, business and will of God in our church, community and throughout the world.

## ARTICLE I – NAME

This body shall be known as the Temple Baptist Church of Shawnee, Oklahoma.

## ARTICLE II – PURPOSE

Our purpose is to bring glory to God as we carry out the commands and great commission of our Lord and Savior Jesus Christ, to make disciples of all the nations, baptizing them and teaching them to live according to His Word.

## ARTICLE III – STATEMENT OF FAITH

The Bible is the inspired, inerrant, infallible Word of God and is the basis of our statement of faith. Our church accepts and adopts the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 2000.

## ARTICLE IV – CHURCH COVENANT

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior and Lord, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another as one body of Christ.

- We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.
- We also engage to maintain family and secret devotions; to religiously educate our children; to seek salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of intoxicating drinks as a beverage; to use our influence to combat the use of drugs and spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.
- We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense; but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

- We moreover engage that when we remove from this place, we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

## **ARTICLE V – CHARACTER**

### **Section 1 – Polity**

The government of this church is vested in the body of believers who compose it, and is subject to no other ecclesiastical body or authority. However, it recognizes and sustains the voluntary accepted obligation of mutual cooperation with other Baptist churches of like faith and order.

### **Section 2 – Doctrine**

This church adopts the Bible as its only authority in all matters of faith and practice. Its understanding of Christian truth is in essential accord with the beliefs of other Southern Baptist churches as indicated in our "Statement of Faith." (Article III, Constitution)

### **Section 3 – Denominational Affiliation**

This church shall be affiliated with and shall elect messengers to the annual meetings of the following denominational bodies: (1) The Pottawatomie-Lincoln Baptist Association (2) The Baptist General Convention of Oklahoma (3) The Southern Baptist Convention

### **Section 4 – Program of Missions**

- 1 This church shall support the mission program of the Pottawatomie-Lincoln Baptist Association as provided in the church budget.
- 2 This church shall support the mission program of the Baptist General Convention of Oklahoma and the Southern Baptist Convention through the Cooperative Program as provided in the church budget.

# **BYLAWS**

## **ARTICLE I – MEMBERSHIP**

### **Section 1 – Qualifications**

The membership of this church shall consist of such persons who have confessed Jesus Christ to be their Savior and Lord, and who have received scriptural baptism (immersion) only.

### **Section 2 – Reception of Members**

Persons desiring membership in this church shall be received by the approval of the church in any of the following ways:

- a. By profession of faith in Jesus Christ as Savior and Baptism.
- b. By promise of a letter of recommendation and dismissal from another Baptist church of like faith and order.
- c. By statement of prior conversion experience and Baptism in a Baptist church of like faith and order when no letter is obtainable.
- d. By baptism following a personal statement of faith in Jesus Christ as Savior for those coming from denominations other than Baptist who do not adhere to our position on baptism and doctrine.
- e. A college student and member of a Southern Baptist Church may unite with this body of believers in a watchcare status. This is synonymous with joining by promise of letter with the exception that the letter is not requested. One who is under our church's watchcare has full fellowship and membership privilege

with the exception that they are not permitted to vote on matters before the church body or to hold elected office in any capacity.

### **Section 3 – Duties of Members**

Members are expected to be faithful in all duties essential to Christian living:

- a. To attend regularly the services of this church.
- b. To share in its organized work by giving regularly for its support and causes.
- c. To obey the commandments of God and His will for our lives.
- d. To support and adhere to the Constitution and Bylaws of this church.

### **Section 4 – Rights of Church Members**

Each church member twelve (12) years of age and older is entitled to express his or her opinion on any matter brought before the church for approval and shall be entitled to vote at all church elections, business meetings and on all questions brought before the church, provided the member is present.

### **Section 5 – Termination of Membership**

A person's church membership shall be terminated only in the following ways:

- a. Death of a church member.
- b. Upon request for letter by another Baptist church of like faith and order.
- c. Upon personal request of church member to terminate membership.
- d. If church member joins a church of another denomination.
- e. Exclusion by action of the church.

### **Section 6 – Discipline**

Redemption, rather than punishment, should be the guidelines which govern the attitude of one member toward another. However, should some serious condition exist which would cause a member to become a hindrance to the welfare of the church by reason of immoral or unchristian conduct, persistent breach of covenant vows, or non-support of the church, every reasonable measure will be taken by the pastor, deacons, or special committee to resolve the problem using the principles found in Matthew 18:15-17. If the pastor, deacons or special committee find that the welfare of the church will best be served by the exclusion of the member, the church may take such action by two-thirds vote of the members present at a general business meeting and declare the offender no longer a member of the church.

### **Section 7 – Restoration of Membership**

Any person whose membership has been terminated by the vote of the church may be restored to membership upon his or her request, having given evidence of repentance. The church may restore membership by two-thirds vote of the members present at a general business meeting and declare the membership reinstated.

### **Section 8 – New Member Orientation**

New church members will be expected to participate in a new members' orientation plan of the church.

### **Section 9 – Non-Resident Membership**

If any person moves to another area or state, every effort should be made to contact the member to encourage him or her to join a Baptist Church of like faith and order in his or her area. If he or she does not join another church, his or her name should be placed upon a non-resident inactive file.

## **ARTICLE II – CHURCH OFFICERS**

### **Section 1 – Pastor**

1. Selection of a Pastor
  - a. Pulpit Committee – Whenever the office of pastor becomes vacant, the church shall elect a five-member pulpit committee consisting of faithful and active church members who shall be charged with the responsibility of prayerfully seeking a man to recommend as pastor, and also to see that the pulpit is filled at each worship service while the church is without a pastor. This committee shall bring only one man at a time before the church for consideration. Their recommendation will constitute a nomination to the church.
  - b. The Call of a Pastor – At a meeting specified for that purpose, the election of a pastor shall be by secret ballot. An 80% affirmation of the members present and voting shall be required to constitute a call. At least one week public notice must be given announcing the election, which shall take place following a message by the prospective pastor.
2. Duties of the Pastor – The pastor shall be charged with the welfare and oversight of the church. He shall be charged with the general leadership and direction of the total church program with the responsibility of leading the church and its organizations to spiritual advancement for the cause of Christ. He shall be given complete freedom in following God’s will in all matters. He shall be an ex-officio member of all church committees and organizations. His leadership shall be prayerfully considered. He shall preside over all meetings of the church except as hereinafter provided.
3. Pastor’s Leave
  - a. Day off – It shall be understood by mutual agreement that the pastor shall be allowed two days off a week.
  - b. Vacation – The Pastor shall be allowed two weeks of annual leave with pay for vacation (the church providing for a pulpit supply). The two weeks may be taken consecutively, or separately, at the pastor’s discretion. The pastor shall be allowed three weeks after five years.
  - c. Revivals – The Pastor shall be allowed four weeks annually with pay to conduct revival meetings. No more than two weeks may be taken consecutively, unless authorized by the church. The pastor shall fill the pulpit with his own pulpit supply. Should additional revival time be taken, it shall be by the approval of the church, mutual agreement being made regarding salary and pulpit supply.
  - d. Denominational Meetings – The Pastor shall be allowed to attend the associational, state and Southern Baptist Convention annual meetings with pay (the church providing the pulpit supply when needed). He shall be allowed to attend other denominational meetings, conventions, conferences, retreats or camps upon the approval of the church (mutual agreement being made regarding pulpit supply when applicable).

### **Section 2a – Church Staff (Persons at the Ministry Level)**

The church shall call such staff members at the “ministry level” as the church shall need. A job description and list of duties shall be written by the deacons and pastor when the need for a staff member arises. A special committee shall be elected by the church to locate, interview, review with them the job description and list of duties, church policies, salary, etc., and recommend qualified persons to the church. Only one person shall be brought before the church at a time. An 80% affirmation of the members present and voting by secret ballot shall be required to constitute a call. At least one week public notice must be given announcing the election.

### **Section 2b – Church Staff (Persons not at the Ministry Level)**

The church shall employ staff members “not at the ministry level” as the need arises. The Personnel committee shall maintain and revise as necessary job descriptions for each job. The committee will interview and hire all prospective employees, reviewing with them the job descriptions, policies, salary, etc. When necessary to terminate the services of an employee, the pastor and deacons will be involved in any decision.

## **Section 2c – Church Intern (Persons not at the Ministry Level)**

The church shall employ interns “not at the ministry level” as the opportunity and budget allow. The church ministry staff shall maintain and revise as necessary job descriptions for each internship. The internship will run for 9 months (August 15 – May 15). The ministry staff will interview and hire all prospective interns, reviewing with them the job descriptions, policies, compensation, etc. When necessary to terminate the services of an intern, the pastor and deacons will be involved in any decision

## **Section 3 – Deacons**

### 1. Active Deacons

- a. Annual Election – The church shall elect a body of active deacons annually to serve during the church year, from September 1 to August 31.
- b. Number – There shall be seven deacons for the first 300 resident members and one deacon for every 50 resident members thereafter.
- c. New Church-member Deacons – Ordained deacons uniting with this church from another Southern Baptist Church shall not be placed upon the body of active deacons except upon the recommendation from the active deacons and the approval of the church
- d. Inactive Deacons – Those ordained deacons not serving as active deacons shall be recognized as inactive deacons and shall be expected to serve the church as faithful deacons.

### 2. New Deacons

- a. Election – When the need arises for new deacons, the active deacons shall recommend men, after careful and prayerful investigation of their beliefs, whom they consider to be scripturally qualified to be deacons according to Acts 6:1-6 and 1 Timothy 3:8-13. Their recommendation shall constitute a nomination to the church. The church may then vote to set aside such men as candidate deacons awaiting ordination.
- b. Ordination – Having been elected by the church, the candidate deacons must first be proved. This period of “Proving” shall be a minimum of thirty days, after which the active deacons, upon the leadership of the Lord, may recommend to the church that the candidate(s) be ordained. At that time, the church may vote to call for the organization of a council of ordained men to further investigate and assist in their ordination service. After careful examination, and upon vote of the church, the candidate shall be ordained and shall become a member of the body of active deacons.

### 3. Duties

- a. In accordance with the meaning of the Word and the practice of the New Testament, deacons are to be first and foremost, servants of the church.
- b. They shall serve as a council to confer with and work closely with the pastor in all matters pertaining to the welfare and work of the church. With the pastor, they are to consider and formulate plans for the constant effort and progress of the church in winning the lost to Christ, the development of Christians and the extension and growth of the Kingdom of God.
- c. They are to be zealous to guard the unity of the Spirit within the church .
- d. They are to seek to know the physical, moral and spiritual needs of the church membership; and to serve the church in relieving, encouraging and developing those in any such need.
- e. In counsel with the pastor, and by such method as the Holy Spirit may direct, they shall assist in the discipline of the church in accordance with the New Testament teachings. They are always to be guided by the principles set forth in Matthew 18:15-17, 1 Corinthians 5:9-13 and 1 Thessalonians 5:12-14.
- f. In case of the absence or the inability of the pastor to fill the pulpit, they will arrange for pulpit supply, subject to advice from and conference with the pastor. In case the pulpit becomes vacant, the deacons shall arrange for temporary ministry of the church until a pulpit committee is elected by the church.

- g. In cooperation with the pastor, they shall maintain a job description and list of duties for each ministry staff position.
- h. They shall review and recommend changes in the “ministry level” salaries to the attention of the Finance Committee for their consideration.

#### **Section 4 – Trustee**

1. Membership – The church shall elect three of its faithful and capable member to serve as trustees. They shall be elected to serve for a period of three years, elected alternately, one new trustee being elected each year. Should a member withdraw from the trustees for any reason, the church shall elect a member to complete the term. The second-year trustee shall serve as chairman.
2. Duties
  - a. The trustees shall hold the property of the church in trust, but they shall in no wise have power to buy, sell, mortgage, loan, lease or transfer any property without a specific vote of the church authorizing such action.
  - b. The trustees shall be authorized to represent the church and sign papers for the church on legal and/or financial matters.
  - c. The Chairman of the trustees shall be authorized to sign checks for the church only in the absence of the treasurer or financial secretary.
  - d. The trustees shall be responsible for periodic review of the church’s insurance and make any needed recommendations.

#### **Section 5 – Moderator**

1. The moderator shall be the pastor. In the pastor’s absence, the chairman of deacons shall preside. In his absence, the vice-chairman of the deacons shall preside. Should all of these be absent, the clerk shall call the church to order and elect a moderator. The pastor shall moderate at church business meetings, announce special business meetings, develop church business agenda and serve as a resource to the church clerk in preparation of church business meeting minutes.

#### **Section 6 – Clerk**

1. The clerk shall be responsible for keeping accurate records of all church business approved in church business meetings.
2. The clerk shall keep a record of names of church members with dates of admission, dismissal or death, together with a record of baptisms.
3. The clerk shall issue letters of dismissal voted by the church and request letters of admission voted by the church.
4. The clerk shall prepare and submit to the church records for the annual church letter to the association, and submit letter to the association after church approval.

#### **Section 7 – Treasurer**

1. Review monthly financial statements prepared by the Financial Secretary.
2. Be able to explain monthly financial statements to the Finance Committee.
3. Present the monthly stewardship report in regular business meeting.
4. Server as an ex-officio member of the Finance Committee.
5. Assist the Finance Committee in preparation of the annual budget, directing the Financial Secretary in preparing revenue and expense history and projections for budget planning.
6. Work with the Financial Secretary to submit accurate financial records to the Finance Committee for annual audit.
7. Assist the Financial Secretary with the special situations, if necessary.

8. Serve as co-signer on checks, along with the Financial Secretary. (The chairman of the trustees is authorized to sign checks in the absence of the Treasurer or Financial Secretary.)

## **ARTICLE III – CHURCH PROGRAM ORGANIZATIONS**

### **Section 1**

The church shall seek to maintain programs of Bible teaching, church member training, church leader training, new member orientation, mission education action and support, and music education training and performance. All organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources and the financial resources for the appropriate advancement of these programs. All church organizations shall use materials produced by Southern Baptist Agencies. Request for any exceptions must be directed to the program director.

## **ARTICLE IV – CHURCH COMMITTEES COORDINATING GROUPS**

### **Section 1 – General**

All church committee members shall be recommended by the nominating committee and elected by the church. Each committee, except the Benevolence Committee, shall be composed of three members. The Benevolence Committee shall be composed of six members. Each committee member shall be elected to serve for a period of three years, elected alternately, one new committee member being elected each year, except for the Benevolence Committee, of which two committee members will be elected each year. Each committee member, after three years of consecutive service on any committee, shall not be eligible to serve on said committee for one year. The two year member of each committee shall serve as chairman of the committee except for the Benevolence committee in which case both two year members will serve as co-chairman.

### **Section 2 – Church Council**

1. The church council shall be composed of the pastor, who shall serve as chairman of the council, church staff (minister of music, youth, education, outreach, etc.), Sunday School director, Discipleship Training director, Women’s Ministry director, Men’s Ministry director, Chairman of Deacons, directors of all other church organizations or ministries, the chairperson of the Social Committee, and others as determined by the vote of the church.
2. The function of the church council shall be to:
  - a. Develop and recommend to the church suggested objectives and goals for the church.
  - b. Develop and recommend to the church ways to reach these goals.
  - c. Develop and recommend to the church a yearly calendar of activities.
  - d. Study and analyze program achievements in terms of the church goals and objectives.
3. All matters agreed upon by the church council shall be referred to the church for approval. The council does not make policy for the church. It serves in an advisory capacity only.

### **Section 3 – Nominating Committee**

1. Nominations for open positions for this committee shall be taken from the floor during the January business meeting and the work of the committee will commence at that time.
2. This committee shall consist of three rotating members plus the Sunday School and Discipleship Training directors.

3. This committee, prior to the August business meeting, shall locate, screen, interview and recommend to the church qualified persons to fill all church-related positions requiring volunteer leaders.

#### **Section 4 – Social Committee**

This committee shall be responsible for planning and coordinating all church wide fellowships and dinners.

The chairperson shall be responsible for overseeing the purchasing and maintenance of an adequate supply of general kitchen items and supplies for church functions as well as on-going weekly ministries of the church.

The chairperson shall also attend and coordinate church activities with the church council during the yearly calendar planning session.

#### **Section 5 – Finance Committee**

1. Prepare an annual budget, indicating, by line item, all local church functions and present the annual budget to the church at the November business meeting.
2. Make recommendations for contributions to the denominational programs.
3. Review expenditures on a quarterly basis in terms of budget allocations and current financial conditions. Any needed adjustments will be brought forth in the form of a recommendation to the church during regular or special called business meeting.
4. Promote Biblical stewardship within our church.
5. Authorize any expenditure that may become necessary between business meetings of the church, and which is not provided in the church budget.

#### **Section 6 – Building and Grounds Committee**

1. This committee shall have the responsibility and oversight of the general maintenance of the buildings and grounds of the church.
2. This committee shall have the responsibility of procuring supplies and materials necessary to maintain the building and grounds within the budgeted allowance. To ask the church for permission to spend church funds for any repairs needed above the maintenance allowance.
3. The committee shall make recommendations concerning the purchase of new equipment for the buildings and grounds.
4. This committee shall maintain an inventory of church properties and church equipment.

#### **Section 7 – Ordinance Committee**

This committee shall take care of preparation for baptism and the Lord's Supper. For baptism, the committee shall prepare candidates for meaningful experience (be behind the scene, give an encouraging word) and arrange for clothing changes. For the Lord's Supper, the committee shall prepare the elements ahead of time for the service and care for them between uses.

#### **Section 8 – Ushers Committee**

1. This committee shall train and coordinate all volunteers who will serve as ushers.
  1. Ushers shall greet and seat persons for the worship services.
  2. Ushers shall provide information and assistance to persons attending services, as needed.
  3. Ushers shall work closely with the pastor in worship services.
  4. Ushers shall assist in receiving the offering.

#### **Section 9 – Preschool Committee**

1. This committee shall coordinate the use of space, equipment, furnishings and supplies needed in the preschool area of the church.
2. They shall also enlist volunteer preschool workers and inform them of the times when they must be in the preschool department.

3. This committee shall recommend, for church approval, guidelines to operate within the preschool department and shall publicize these guidelines.
4. They shall be responsible for the hiring of paid nursery workers for special occasions.

#### **Section 10 – Benevolence Committee**

1. This committee shall have the responsibility of procuring and arranging for flowers or other appropriate memorial for any of the beloved dead from our resident church membership or any members of their immediate family (mother, father, son or daughter).
2. This committee shall plan and schedule any funeral dinners.

#### **Section 11 – Teller Committee**

This committee shall be made up of 3 tellers. The tellers will be responsible for counting the tithes and offerings and giving a locked deposit bag to the depositors.

#### **Section 12 – Shower Committee**

1. This committee shall be responsible for coordinating all showers.
2. They shall recommend and publicize policies for wedding and baby showers.

#### **Section 13 – Youth Committee**

This committee shall have the responsibility of assisting the Youth Director in decisions regarding youth-related activities as requested by the Youth Director.

#### **Section 14 – Recreation Committee**

1. This committee shall recommend and publicize policy for all church recreational activities, ages of participation, church attendance requirements, conduct and payment of participation fees.
2. This committee shall oversee the budget for church-sponsored recreational activities.

#### **Section 15 – Bus Ministry Committee**

1. This committee shall have the responsibility of maintaining the bus(es) and van(s) and securing needed repairs within the budgeted allowance. Repairs not covered within the budget will be brought before the church for action.
2. They and the Bus Ministry director will authorize the use of bus(es) or van(s) for any church sponsored activity.
3. They will be responsible to insure all bus and van drivers are mature and responsible individuals with a valid appropriate driver's license.
4. Establish a set of guidelines for persons riding in the bus(es) or van(s) and post them in each vehicle.

#### **Section 16 – Evangelism Committee**

1. This committee shall have the responsibility of promoting evangelism in the church.
2. They will work with the church staff to schedule revivals evangelistic events.
3. They will work with the church staff in selecting revival teams.
4. They will make arrangements for visiting evangelistic team members in regards to meals, housing and transportation.
5. They will be responsible for advertisement and promotion of revivals and evangelistic events.

#### **Section 17 – Personnel Committee**

1. This committee shall be responsible for hiring and overseeing all Personnel not at ministry level.
2. They will maintain and revise as necessary job descriptions for each paid employee," not at a ministry level".
3. They shall review and recommend changes in the "employees not at the Ministry level" salaries to the

attention of the Finance Committee for their consideration.

### **Section 18 – Music Committee**

This committee shall have the responsibility of assisting the Music Minister when requested by the Music Minister. This committee shall assist the Music Minister in the use and upkeep of the sound equipment for the church.

### **Section 19 – Depositer Committee**

This committee shall be made up of 3 men depositors. The depositors shall only be responsible for taking the locked deposit bags to the bank and depositing them.

### **Section 20 – Special Committees**

Other special committees may be elected by the church or appointed by the moderator as various needs arise and charged with the responsibility as the church deems necessary; after which, the committee shall be dismissed.

## **ARTICLE V – ORDINANCES**

### **Section 1 – Baptism**

1. Baptism is the symbolic act that pictures Christ's death, burial and resurrection. As such, the new Christian follows Christ's example in symbolizing his own death to sin, burying of the old life and being raised to a new life in Jesus Christ.
2. The church shall receive those for baptism who have:
  - a. Publicly professed Jesus Christ as their personal Lord and Savior during one of the worship services, acknowledging a commitment to follow Christ's example.
  - b. Come from another denomination other than Baptist who do not adhere to our position on Baptism or Doctrine.
3. Baptism shall be by immersion only.
4. Baptism shall be administered by the pastor or whomever the church shall authorize as an act of obedience during any worship service.

### **Section 2 – Lord's Supper**

1. The Lord's Supper is a symbolic act of obedience where members of the local church and other believers, through partaking of the bread and fruit of the vine, remember the death of Jesus Christ until He comes again.
2. The Lord's Supper shall be observed at the discretion of the pastor.

## **ARTICLE VI – CHURCH MEETINGS**

### **Section 1 – Worship Service**

1. The church shall meet regularly each Sunday morning, Sunday evening and Wednesday evening under the direction of the pastor at times designated by the church.
2. Exceptions to the regular meeting times shall be presented to the church by the Deacons.

### **Section 2 – Business Meetings**

1. The church shall hold its regular monthly business meeting the 3<sup>rd</sup> Sunday of each month immediately following the evening service.
2. Robert's Rules of Order, Revised is the authority for rules of order for all business meetings of the church.

3. The pastor may, and shall, call special business meetings provided he announces the meeting two services prior to the special business meeting, stating the reason.
4. In the absence of the pastor, or in case of emergency, the chairman of deacons shall have authority to call special business meetings as long as the meeting is announced two services in advance.

### **Section 3 – Special Services**

The Church Council, Church Staff, Deacons or any appropriate committee shall bring recommendations relating to revivals, study courses, clinics and other special meetings to the church for approval.

## **ARTICLE VII – CHURCH FINANCES**

### **Section 1 – Budget**

It is understood the operational budget is based on voluntary tithes, offerings and gifts of each member.

### **Section 2 – Accounting Procedure**

1. All contributions for any and all purposes shall pass through the hands of the teller/depositor committee and/or the financial church secretary.
2. All contributions shall be deposited in the bank with the exception of petty cash.
3. All contributions shall be properly recorded on the books of the church.
4. The expenses of the church shall be paid as approved in the church budget.

### **Section 3 – Financial Year**

The financial year of the church shall be the calendar year, which begins January 1 and ends December 31.

## **ARTICLE VIII – GENERAL**

### **Section 1 – Use of Buildings and Facilities**

For any church member or outside group wishing to use the building or facilities for weddings, receptions, retreat groups, or community meetings, etc., approval must be obtained and scheduled through the church office prior to the event. Each group using the facilities is responsible to abide by the Temple Baptist Church's "Building Use Policy".

### **Section 2 – Church Year**

The church year shall run from September 1 to August 31.

## **ARTICLE IX – AMENDMENTS**

This Constitution and Bylaws may be amended by having the proposed change brought before the church at a business meeting not less than 30 days before the time of the proposed action. This Constitution and Bylaws shall be amended by a two-thirds vote of members present at the stated business meeting for such action.

Amended & Updated October 6, 1993

Amended August 4, 1999 – Deleted Falls Creek Committee

Amended September 5, 2001 – Changed Personnel Committee duties; Added "treasurer description"

Amended October 2002 – Changed Treasurer duties

Amended December 2002 – Changed Finance Committee duties & Accounting procedures

Amended & Updated March 6, 2003 – Changed Personnel Committee duties; changed Financial Year; Changed Church Committee/Coordinating Groups, section 3 & 11, added 20

Amended July 2014 – added duties for Search Committees, deacons and Personnel Committee.

Amended December 2019 – Changed Business Meetings From Wednesdays to Sundays.

Amended August 2020- Added Section 2c Church Intern under Church Staff

Amended November 2020- Section 17, Changed wording for who the Personnel Committee is responsible for hiring and overseeing.